

CHARTER OF THE

INTERDEPARTMENTAL LITHOGRAPHIC WAGE BOARD

This is the approved Board Charter

1. We, the Heads of the Executive Departments of Agriculture, Air Force, Army, Commerce, Interior, and Navy, acting under authority conferred upon us by law, do hereby establish a board, hereafter known as the Interdepartmental Lithographic Wage Board.

2. The purpose of this Wage Board shall be to coordinate and maintain a maximum of uniformity in the wage rates paid to employees located in the metropolitan area of Washington, D. C., in the Departments and Agencies entering into this agreement, who: (1) are engaged in the quantity reproduction of maps and charts by the lithographic processes; or (2) are engaged in photo-offset lithographic printing and similar duplicating work in processing plants; or (3) are engaged in such auxiliary operations preparatory or subsequent to duplicating as may be exempt from the provisions of the Classification Act of 1923, as amended. The Departments and Agencies mutually agree that in the absence of compelling reasons to the contrary they will uniformly pay the wage rates and apply the job standards recommended by the Wage Board. Unilateral action will not be taken by any Department or Agency without prior notice to and consultation with the Board.

3. The Board shall consist of one official representative from each of the following Departments:

The Department of Agriculture
The Department of the Air Force
The Department of the Army
The Department of Commerce
The Department of the Interior
The Department of the Navy

4. In addition to the six representatives on the Board from the Departments listed in paragraph #3 above, four additional representatives may be added to the Board from other Federal Government Departments and Agencies on the following basis: One to be designated by each of those Agencies having 75 or more positions of the classes coming within the jurisdiction of the Board, provided that if the number of such Agencies exceeds two, they may jointly select two representatives on the Board; one to be selected by the group of Agencies having from 25 to 74 positions, inclusive; and one to be selected by the group of Agencies having less than 25 positions. In addition to the six signatories to this Charter, other Departments and Agencies that wish to participate in the work of the Board in accordance with the provisions of this Charter may do so by filing written notice of intent with the Chairman of the Board.

5. The Chairman of the Board shall be elected from the membership of said Board by a majority vote of the membership.

6. Each participating Department or Agency shall share in the matter of furnishing a conference place, a secretariat, wage surveyors, and such clerical assistance as may be required by the Board in carrying out its duties.

7. The Board's functions with reference to the employee groups defined in paragraph #2 shall include:

- A. The conduct of wage surveys and the recommendation of uniform wage schedules to participating Departments and Agencies.
- B. The development and recommendation of a uniform policy and rules governing the fixing of individual pay rates within the wage schedules.
- C. The approval of written job standards, including uniform job titles and grade levels, for both new and established types of jobs, and the revision of such standards as required by changes in duties.

8. The Board shall perform such other related functions, as may be directed by the Heads of the participating Departments and Agencies, consistent with law or regulations having the effect of law and the terms of this Charter.

9. The Board shall establish its own method of procedure, and implement its decisions through recommendation of uniform action to the Heads of participating Departments and Agencies. It may delegate its functions to committees, and may invite representation thereon of specialists and persons other than official representatives provided for in paragraphs #3 and #4, above. Employees or employee representatives may be called before the Board to present their views and such data and information as may be pertinent to the matters before the Board. The final proposals and recommendations of the Board, however, shall be held confidential until approved by the Heads of the Departments and Agencies concerned.

10. The Board shall convene at 10:00 A.M. on the first Wednesday of January, April, July and October, or in case such day falls on a holiday, the business day following, and on call of the Chairman at such other times as may be necessary.

/s/ A. J. Loveland
Department of Agriculture

2/18/49
Date

/s/ Bernard L. Gladieux
Department of Commerce

3/16/49
Date

/s/ Eugene M. Zuchert
Department of the Air Force

4/14/49
Date

/s/ J. A. Krug
Department of the Interior

3/7/49
Date

/s/ Kenneth C. Royall
Department of the Army

3/24/49
Date

/s/ John T. Koehler
Department of the Navy

4/25/49
Date

INTERDEPARTMENTAL LITHOGRAPHIC WAGE BOARD

Rules and Procedures to Govern Board's Actions

As authorized by paragraph #9 of the Charter of the Interdepartmental Lithographic Wage Board, and in accordance with the other provisions of the Charter, the Board issues the following rules and methods of procedure to govern its actions in carrying out the functions assigned to it.

1. Affiliation of Agencies with the Board: Whenever a department or agency, other than one of the six original signatories to the Charter, wishes to affiliate with and participate in the work of the Board, the Chairman shall send a copy of the Charter and of these rules to the proper official of the department or agency for his information and guidance. The department or agency will notify the Chairman of the Board in writing of its desire to affiliate with the Board in accordance with the terms of the Charter and rules. The letter to the Chairman should state the name and position of a principal and of an alternate who will represent the agency in all business with the Board or with the agency's representative on the Board. Preferably such representatives should be from the central personnel office or wage board of the agency.

2. Designation of Board Members:

a. Each department entitled to a representative on the Board in accordance with paragraph #3 of the Charter will designate one member and an alternate, preferably from its central personnel office or wage board. This should be done in a written notice of appointment to the member and alternate, and a copy will be supplied to the Board Chairman for the Records of the Board.

b. Representatives of those departments and agencies that have from 25 to 74, inclusive, positions under the jurisdiction of the Board and that have affiliated with the Board in accordance with paragraph #4 of the Charter, will meet in September of each year and elect one of their number to membership on the Board. They shall also elect an alternate to represent them on the Board in the absence of the principal member. Likewise, representatives of departments and agencies having less than 25 such positions and that are affiliated with the Board will meet each September and elect a member and alternate member to the Board. Election will be by majority vote. The meetings will be called and presided over by the Chairman of the Board. In case the number of positions in an agency changes so that the agency would be in a different group for purposes of electing a member to the Board, the representative of the agency shall so notify the Chairman prior to the election.

c. Departments and agencies that are affiliated with the Board and have 75 or more positions under jurisdiction of the Board will proceed under paragraph #2a, above, if there are not more than two such agencies. If there are more than two such agencies, they shall meet and elect not more than two members and two alternates to represent them on the Board, in accordance with the procedure set forth under paragraph #2b, immediately preceding.

3. Board Officers: A chairman will be elected from among the members of the Board for a term of one year. He shall preside at all meetings of the Board in accordance with the Charter and these rules. Elections will be held each year at the regular October meeting. In the interest of continuity, the alternate to the member elected chairman will automatically become the vice-chairman and will serve as chairman in the regular chairman's absence.

4. Quorum: The quorum necessary to hold a Board meeting and take action shall be all members of the Board minus two.

5. Voting: Each member of the Board shall have one vote. Each decision or action of the Board shall require a simple majority vote of all members present.

6. Meetings: Prior to calling either a regular or special meeting, the chairman will contact each member of the Board to obtain suggestions about items for the agenda. In advance of the meeting, he shall also inform all members of the items scheduled to be discussed at that meeting.

7. Committees: Committees may be established only for specific projects. At the decision of the Board that a committee should be established for a specific project, the chairman shall designate the committee members and chairman. As provided by paragraph #9 of the Charter, committee members need not, of necessity, be Board members. On all major issues, as determined by the chairman, each Board member may, at his option, serve on or name one representative on each committee. The action of the committee shall be guided by the Charter and these rules as well as any specific instructions of the Board. Upon completion of the project, the committee will be dissolved.

8. Procedure on Major issues:

a. The Chairman will have the power to decide what constitutes a major issue, and in case of doubt as to the importance of any issue he shall obtain advisory information from all members of the Board.

b. After receiving advance information on the agenda items, prior to the scheduled meeting, each member will take whatever action is necessary to secure the point of view of his department or agency or the group of agencies which he represents so that he can act with authority at the Board meeting.

c. Where a committee is established to investigate facts and make a recommendation, it shall provide each member of the Board with a copy of its findings and recommendations in advance of the next scheduled meeting.

d. As in "b" above, each member will then ascertain the point of view of his agency or group of agencies on the proposal prior to the Board meeting.

e. At the Board meeting scheduled specifically for the purpose, a vote will be taken, after discussion, on the recommendation. If the recommendation carries, step "f" will be followed. If the preliminary discussion reveals a serious objection on the part of one or more members, or if

the original recommendation is substantially changed, the Board may decide to have each member check the matter again with agency officials prior to final vote.

f. When decision is reached by majority vote, the chairman shall send written notice to each department and agency affiliated with the Board of action taken by the Board. This notice shall be in the form of a recommendation that the department or agency take necessary action to implement the Board's decision. The notice will not prescribe internal administrative procedures of the departments or agencies. The notice will request a reply as to disposition by the member departments and agencies and will cite that portion of paragraph #2 of the Charter which provides as follows: "The Departments and Agencies mutually agree that in the absence of compelling reasons to the contrary they will uniformly pay the wage rates and apply the job standards recommended by the Wage Board. Unilateral action will not be taken by any Department or Agency without prior notice to and consultation with the Board."

9. Publicity: Neither the Board, nor its chairman, will issue any publicity releases on Board action. All members, alternates, committee members and technical advisers are enjoined to observe the confidential nature of the Board's actions. Publicity will be a matter of decision by each member department and agency. Where solicited only, the chairman, or Board members, may disclose information on when meetings are to be held and subjects formally scheduled by the Board for consideration.

10. Employee Groups: As provided by paragraph #9 of the Charter, and subject to the limitations of paragraph #11 of these rules and the understanding that a matter directed at an individual agency shall first be discussed with that agency, employees or their representatives may present to the Board written briefs and any additional data regarding wage schedules, job standards, and matters of basic policy. Also, at the discretion of the Board, employees or their representatives may appear in person to present their views. No group will be heard which does not represent employees covered by the Charter. A maximum of 3 representatives will be heard from any one group. The matter of permitting employees time off to appear at a Board meeting will be left to the discretion of each department and agency. Member departments and agencies are encouraged to hear employees groups of their own organizations prior to decision of the department or agency as to how it will vote on a Board proposal. Discussion and voting on any proposals made by employee groups will be in executive session.

11. Appeals: The handling of individual grievances and appeals is a responsibility of the operating agencies. Such matters will be adjusted in accordance with administrative procedures set up under the Veteran's preference laws, civil service regulations, etc. The Lithographic Wage Board, accordingly, will not entertain individual grievances or appeals, including those relating to the allocation of particular positions or the fixing of individual rates of pay. The Board will, however, upon the specific written request of an operating agency, render an advisory opinion on individual cases relating to the allocation of a position or the application of the Board's own rules governing the fixing of a rate of pay.

12. Records and Clerical Assistance: The chairman will be responsible for maintaining all official records of the Board, including minutes of meetings. He will see that necessary secretarial and clerical assistance are available and may call upon member departments and agencies for help as needed. Outgoing Chairmen will transfer Board records to their successors in office.

13. Wage Survey Procedure:

a. Wage surveys will be initiated when deemed necessary by the Board. Accordingly, when a wage survey is to be conducted, the Board will establish a committee for the purpose of conducting the wage survey and providing the Board with survey findings so that a schedule of wage rates, based upon the prevailing locality wage pattern, may, in turn, be recommended to the agencies and Departments affiliated with the Interdepartmental Lithographic Wage Board.

b. The committee established as outlined in paragraph "a," above, hereafter called the Wage Survey Committee, shall be established in accordance with Section 7 of these rules. The Wage Survey Committee shall be governed in its activity by the following general criteria:

- (1) Survey Coverage: Firms to be included in the wage survey will be printing, lithographic and miscellaneous duplicating shops in the metropolitan Washington, D. C. area, including the Government Printing Office and the Bureau of Engraving and Printing. List of firms contacted in the last previous survey will be used as a basis for developing the current firm list. The committee may add to or delete from the list firms to be contacted during the survey.
- (2) Key Jobs: Descriptions of key jobs upon which wage rate data are to be collected will be current printing and lithographic job descriptions. The committee will determine the job descriptions to be used to accomplish the current survey.
- (3) Collecting Data: Each member of the Interdepartmental Lithographic Wage Board will be responsible for providing qualified personnel to assist in the wage data collection. Committee members may serve as data collectors. A meeting will be held for the purpose of fully orientating the data collectors in such matters as, letter of introduction to be used, methods and forms to be used for recording data collected, and manner and date when collected data will be reported to the committee chairman. Firms to be contacted during the survey will be equitably distributed to committee members. Prior to actual firm contacts, the Wage Survey Committee will consider suggestions from unions and employee groups as to area, commercial firms, and key jobs to be included in the survey.
- (4) Analysis of the Data: Upon submission of all wage data by the collectors, the committee will edit and analyze the data and develop trend lines from which a new wage schedule may be derived. Trend lines will be run through the data.

covering the grade level areas represented by the key jobs used for original data collection purposes. In determining the schedule line to be approved for supervisory and non-supervisory jobs of comparable level, rates paid by the Government Printing Office, the Classification Act pay rate structure, and the possible use of a geometric progression will be considered.

c. Wage Survey Committee data and analyses will be reported promptly to the Board for final decision as to the wage schedule which will be recommended to affiliated departments and agencies. At this time the Board will consider any written briefs or similar matter submitted to it from employee groups, unions, or similar organizations, or hold hearings for these groups prior to making the final schedule determination, as provided in section 10 of these Rules and Procedures.

d. The Board will determine in executive session the new wage schedule to be recommended to departments and agencies affiliated with the Board. As required by paragraph #9 of the Charter of the Interdepartmental Lithographic Wage Board, the final recommendation of the Board will be held confidential until approved by the heads of the departments and agencies concerned.

e. The Wage Survey Committee will prepare a complete survey report for the purpose of recording the sequence of events and actions surrounding determination of the new schedule. Data obtained from cooperating commercial establishments will be treated as confidential material and will not be published or distributed outside of the Interdepartmental Lithographic Wage Board.

14. Wage Administration: In accordance with paragraph #7B of the Charter, the Board recommends that the following policy and rules for wage administration be followed by the departments and agencies affiliated with the Board:

a. New hires: All newly hired employees shall be paid initially at the minimum rate of the pay range. Exceptions to this rule may be made only with prior approval of the Board.

b. Reinstatements, reemployments, transfers, promotions, changes to lower grade: with respect to such actions, individual agencies will follow either:

(1) The special rules which they apply to wage employees generally in the agency; or

(2) The pertinent provisions of the Classification Act of 1949, regulations of the Civil Service Commission, and decisions of the Comptroller General applicable to graded employees.

c. Periodic step increases: Same as under 14b, immediately preceding.

d. Additional step increases for superior accomplishment: Same as under 14b, above.

e. Overtime pay: Section 23 of the Act of March 28, 1934 (Public Law 141, 73rd Congress, 48 Stat. 522; 5 USC 673c) provides:

"That the regular hours of labor shall not be more than forty per week; and all overtime shall be compensated for at the rate of not less than time and one-half."

In accord with the provisions of this law, all overtime work (work in excess of 40 hours per week) shall be paid for at the rate of one and one-half times the regular rate of pay. Overtime pay is computed on a weekly basis, not on a daily basis. In computing overtime compensation for employees on the night shift, the night shift differential is added to the schedule rate of pay in order to arrive at the "regular rate of pay" which is multiplied by one and one-half. (See 23 Comp. Gen. 962; 24 Comp. Gen. 39; etc.) Overtime work must be paid for in cash; compensatory time off is not authorized.

f. Night Differential: Individual agencies will follow:

- (1) The special rules which they apply to wage employees generally under their individual jurisdictions; or
- (2) The provisions of the Federal Employees Pay Act of 1945 as amended, except that the night differential will be added to the schedule rate of pay in computing overtime (see paragraph "e," above).

g. Holiday pay: Pay for a holiday on which no work is performed, when falling within the regular workweek is governed by the Act of June 29, 1938 (Public Resolution No. 127, 75th Congress, 52 Stat. 1246; 5 USC 86a), and applicable rulings of the Comptroller General. In general, this act provides that whenever a wage board employee (except wage board employees appointed temporarily for periods not exceeding one year) is relieved or prevented from working because of the occurrence of any day declared a holiday by Federal Statute or executive order, or any day on which the departments and establishments are closed by executive order, the employee is entitled to his regular rate of pay, if such day falls within the regular work week of the employee.

h. Holiday premium pay: There is no law specifically providing for pay at a premium rate for work performed on a holiday falling within the regular work week, in the case of wage board or ungraded employees. Individual agencies will follow:

- (1) The special rules which they apply to wage employees generally under their individual jurisdictions; or
- (2) The provisions of the Federal Employees Pay Act of 1945, as amended.

i. Changes in Wage Schedules: The policy is that no changes in established schedules of wage rates shall be made except on recommendation of the Board.

- (1) New rates: When wage schedules are adjusted, individual employees shall retain their relative step rate position in the adjusted rate range. If the number of step rates in a pay range is increased or decreased, the Board will determine rules regarding the relative position of employees in the new range of rates at the time the change is made.
- (2) Effective date: Whenever wage schedules are changed, the Board shall recommend an effective date, or a rule for the determination of an effective date, which shall provide for reasonable uniformity among all agencies.

15. Job Standards:

a. General: In accordance with paragraph #7C of the Charter, the Board will develop and issue job standards, including uniform job titles and grade levels, for all classes of positions under its jurisdiction. These standards will be revised and kept current as required. In general, job standards will be prepared and issued for all classes of positions in affiliated agencies in the Metropolitan area of Washington, D. C. which

- (1) are involved in the quantity reproduction of maps and charts by the lithographic processes; or
- (2) are involved in photo-offset lithographic printing and similar duplicating work in processing plants; or
- (3) are involved in such auxiliary operations preparatory or subsequent to duplicating as may be exempt from the provisions of the Classification Act of 1949; or
- (4) any other positions of similar nature which hereafter come within the jurisdiction of the Lithographic Wage Board by virtue of exemption from the Classification Act of 1949.

b. Working Procedure: The development of job standards will be accomplished by the Board through a working committee appointed by the Chairman of the Board in accordance with paragraph #7 of these rules. All affected agencies that are affiliated with the Board will be consulted by the Committee on Job Standards for information and advice regarding specific jobs that will be subject to the standards being developed. Any other available sources which would assist the committee in developing basic facts and information will be investigated. When all necessary information has been secured, and after full discussion and consideration by the committee, standards will be written for each series of jobs. The standards will include identification of the series, the title of each class or type of position and grade level assigned, a detailed description of work performed, equipment used, and factor evaluations which are defined below in paragraph "c," "Job Evaluation Factors." When the standards have been completed and agreed to by a majority of the committee, a sufficient number of copies of such proposed standards shall be furnished the Chairman of the Wage Board in advance of the next scheduled meeting of the Board to allow all members to study the recommendations prior to discussion

and formal action by the Board. When approved by the Board, job standards will be duplicated and sent to all agencies affiliated with the Board for their use and guidance in allocating individual positions in their lithographic and/or duplicating plants.

c. Job evaluation Factors: In establishing job standards the following evaluation factors as defined will be considered by the working committee:

- (1) Experience and training: includes the work experience and basic education required before entering upon a job, plus the training required after entrance on the job for the worker to achieve the mental and physical abilities necessary to fulfill the performance requirements of a job. These elements provide a measurement for skill, or the judgment and manipulative dexterity required for job performance. Determination is made of the minimum kinds and amounts of work experience essential for entry into a particular job. Likewise, the minimum formal or basic education, or its equivalent, needed for proficiency of work performance is determined. Required on-the-job training is directly measured in terms of the amount and type needed for satisfactory performance of assigned tasks. In all cases, the absolute minima are determined. These minima will not necessarily be identical with placement standards for the job. Placement standards may vary with the labor market and the mission of the installation. Job standards, however, are stable indicators of the performance requirements of particular jobs and should serve as such. Individuals assigned to a given job may have qualification requirements which exceed the minimum job requirements, but this has no bearing on the evaluation of the job.
- (2) Responsibility: is the individual accountability of a worker for the successful completion of assigned tasks. This factor is evaluated in the light of the supervision received, the possibility of loss or damage to tools, materials, and equipment, and the possibility of causing injury to others. The supervision received by workers, both administrative and technical, is directly related to the responsibility the worker has for the duties assigned to him. Intermittent or spot-check supervision, for example, throws a greater responsibility on a worker's performance than continuous supervision. If a journeyman job or lower exercises supervision over assistants or helpers, the number of employees supervised is not in itself the determining element in establishing the total value of the responsibility factor. The number and variety of tools, materials, and equipment used affect responsibility in terms of the possibility of damage or loss during work performance and the probable consequences of such damage or loss. There is also a responsibility inherent in every job to prevent injury or discomfort to fellow workers, the degree of which depends upon the nature of the job and its surroundings. The factor

of responsibility also includes compliance with prescribed safety measures. Noncompliance with safety precautions can result in lost man-hours through injury to others, as well as through lost or damaged equipment.

- (3) Mental application: relates to the concentration and attention required for normal work performance and is evaluated in terms of the degree and continuity of mental effort which the worker is required to exert. On jobs involving working to close tolerances and the use of complex mechanisms, the degree of concentration is usually high, while on simple repetitive jobs, it is low. Mental alertness includes attention to a machine, attention to instructions and orders, alertness in preventing injury or damage, and concentration in planning, organizing, and directing the work of others. Mental effort expended in hand-and-eye or hand-and-foot coordination is one of the elements evaluated under this factor. The nature and variety of decisions to be made and the extent to which the worker is required to exercise initiative and judgment are also considered. A high degree of concentration is typified in the job of watch repairman, whereas the attention required of a helper in understanding and complying with instructions or directions is relatively low. Likewise, the scope and variety of decisions made by a foreman may result in a higher degree of mental application than that of the watch repairman. In addition to the degree required, the continuity of concentration must also be determined. Some jobs require a high degree of concentration at rather infrequent intervals. In others, the concentration is almost continuous.
- (4) Physical demand: is indicated by the degree and continuity of muscular effort required to be expended in work performance. This takes the form of fatigue-producing actions, such as unusual working positions required in painting or welding overhead structures, muscular effort in lifting, pulling, pushing, and monotonous or repetitive tasks.
- (5) Working conditions: refer to the environment in which work is performed. This factor includes the hazards inherent in a job which expose a worker to occupational injuries or diseases, and the conditions surrounding a job which make it disagreeable and unpleasant, but not necessarily dangerous. These conditions may be extremes of temperature, or unpleasant features such as working in grease and dirt or around non-toxic fumes or dust. The hazards involved in working at high elevations, with moving parts or machines, or around electrical apparatus are appraised if they are an inherent part of the job. The degree and continuity of exposure to such hazards or unpleasant conditions determine the relative rating of this factor.

d. Rating Guides and Conversion Charts: With each set of standards developed for map or printing plant positions, the working committee will furnish rating guides ranking the standard jobs in accordance with pre-determined point values for the above evaluation factors. In addition, conversion charts will be supplied indicating the point ranges for all grade levels under which specific jobs will be converted to the appropriate level according to their rank as determined by their total point values.

e. Supervisory or other non-standard jobs: Written standards for supervisory jobs, mixed jobs, or other unusual or non-standard jobs have not been issued by the Wage Board due to the varying combinations of duties and organization relationships of such jobs in the different operating agencies. Upon submission by the operating agencies of organization charts and individual descriptions of the positions to be evaluated, the Board, or a working committee of the Board, will evaluate and recommend grades for supervisory and other non-standard positions of comparable level.

f. Keeping Standards Current: It will be the responsibility of the Wage Board to keep current written job standards for all common or standard jobs within its jurisdiction. New jobs or classes of jobs coming within the purview of Wage Board procedure will be handled in the manner described in the preceding sections of paragraph #15.

16. Allocating Individual Jobs: The allocation of individual positions in the operating agencies for which published standards are available, is a responsibility of the respective agencies. Such allocations should be made in accordance with the established standards, and the periodic review of such individual allocations should be undertaken to assure the accuracy of grade levels. Reviews of allocations are especially necessary whenever significant revisions in existing standards are made or new standards are issued by the Board, or where organizational changes and/or changes in duties may require re-allocations of particular jobs. Requests for recommendations for re-allocation of supervisory or other non-standard jobs may be submitted to the Wage Board in the same manner as for initial allocations described under 15e, above.

Mixed jobs involving two or more major duties of a journeyman level (i.e., independent worker under general supervision) in two or more series will be given a one grade premium, provided there is not more than a three grade difference between the highest and next highest skill, and further provided that the highest grade is 9 or above. The grades of the several major duties should be determined in exactly the same manner as outlined for the allocation of jobs involving only one major duty. A "Major Duty" is one which meets all four of the following requirements: (a) it must be in the job description and actually performed, (b) it must offer reasonable assurance of periodic recurrence, (c) it must constitute a determinant of hiring qualifications, and (d) it must occupy a reasonable portion of the worker's time.

The grades of mixed jobs not meeting the above criteria will be determined by the highest level of work which constitutes a major duty.

For any of the above types of positions which the departments experience difficulty in grading, the Wage Board will serve in an advisory capacity and will recommend an appropriate grade upon receipt of the necessary basic information. In such cases a comprehensive description of duties and responsibilities should be furnished the Board through the agency's representative on the Board, following the same pattern used for written job standards. For supervisory jobs only, the submission should be accompanied by an overall organizational chart of the plant showing number, title and grade of all jobs in the plant. Eleven copies of all material is required for adequate distribution to the Board and to assure prompt study.

The written standards are to be used as standards against which to measure the actual duties and responsibilities existent in similar jobs in lithographic and duplicating plants. Where the duties and responsibilities of the position being allocated are found to fully meet those set forth in the standard, the position should bear the same grade as the standard. However, in making this determination care should be exercised to assure that the position matches the standard in all important aspects, such as: nature and quality of the work performed; type of equipment used; experience and training; responsibility; mental application; physical demands; and working conditions. Where it is found that the position being allocated is stronger or weaker than the standard in one or more of these factors, a grade should be assigned which will adequately reflect this difference in comparison with other positions in the same series and in related series.

The foregoing rules were adopted by the Board at a meeting held December 14, 1949.

/s/ Guy W. Numbers
Chairman of the Board